

MADERA COUNTY

CERTIFIED ALCOHOL AND DRUG COUNSELOR

DEFINITION

Under direction, to plan, organize and implement specialized alcohol and drug programs in the County Mental Health Department; to provide alcohol and drug counseling and rehabilitation services in the County Mental Health Department Alcohol and Drug Program; to make public presentations and provide information on alcohol and drug abuse; and to do related work as required.

SUPERVISION EXERCISED

May provide supervision or lead direction, training and work coordination for other Alcohol and Drug Program workers and non-certified alcohol and drug counselors/case managers.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Develops, implements and conducts specialized alcohol and drug programs in the County Mental Health Department; performs case management and counseling services with alcohol and drug clients; works as a team member with other professionals and counselors; participates in evaluative and diagnostic staff conferences; conducts individual and group counseling; interviews clients and relatives; makes referrals to appropriate professionals, outside agencies or specialized services; monitors, assesses and evaluates clients' progress in recovery from alcohol and/or drug abuse; participates in collaborative treatment with representatives of other agencies; prepares verbal, written and statistical reports; attends conferences, workshops and training to maintain current awareness of alcohol and drug counseling methodologies and issues; supervises or provides lead direction, training and work coordination for assigned staff; operates a personal computer and other office equipment; communicates effectively with others in person or by telephone; analyzes data, interprets directions, procedures and regulations, and develops appropriate responses; performs job duties under stressful conditions; responds appropriately to situations; maintains confidential information in accordance with legal standards and/or County regulations; and makes presentations.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Alcohol and Drug screening tools, assessment and diagnosis.

Philosophy and goals of substance abuse treatment services and mental health programs.

Laws and regulations applicable to alcohol and drug treatment programs.

Theories and causes of alcohol and drug problems and characteristics of alcohol and drug abusers.

Common practices and procedures used in therapeutic interaction with alcohol and drug abusers and chronically mentally ill people.

Knowledge of:

Various therapeutic, treatment and recovery approaches, including individual, group and family counseling.
Philosophy of Harm Reduction as it applies to alcohol and drug abuse and the mentally ill.
Interviewing techniques.
Community resources, including community support groups, mental health and social services agencies.
Principles of supervision, training and work coordination.
Principles, procedures, techniques and trends of counseling, treatment and casework services.
Social aspects and characteristics of alcohol and other drug abuse.
Principles of alcohol and drug education.
Current trends in mental hygiene, mental health, public health and social services, including State and Federal programs in these areas.
Documentation requirements, discharge planning and referral services.
Chain of custody and drug testing protocols.

Skill to:

Operate a personal computer.
Operate modern office equipment.

Ability to:

Perform a variety of alcohol and drug counseling, presentation, and program support assignments with minimum supervision.
Plan, organize and conduct specialized alcohol and drug programs.
Develop and maintain the confidence and cooperation of alcohol and drug clients and their families.
Perform skilled counseling on an individual basis, in groups, and with families.
Develop and implement assessments and treatment plans, alone or in a collaborative fashion.
Maintain the confidentiality of client information.
Interact with clients in a therapeutic manner.
Organize data, develop information, and prepare clear, concise, comprehensive records and reports.
Develop and maintain effective working relationships with the general public, co-workers and those contacted during the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience and Training:

One (1) year of experience providing alcohol and drug counseling services.

Attendance at a variety of relevant training activities, workshops or conferences.

Education:

Sixty (60) units of college level course work, with coursework in psychology, sociology, or other relevant subject matters.

Certification:

Must meet Certification requirements of the Licensing and Certification Division of the State of California Department of Alcohol and Drug Programs.

Possession of, or ability to obtain, an appropriate valid California driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist and lift 25 lbs.; exposure to cold, heat, noise, outdoors, chemicals and infectious disease; ability to travel to different sites and locations.

Effective Date: September 2003